

Schedule "D" to SAFE CHURCH POLICY of MARANATHA CHRISTIAN REFORMED
CHURCH (MCRC) EDMONTON

OFF-SITE ACTIVITY POLICY

A. Purpose:

The purpose of the Off-Site Activity Policy is to:

1. Provide guidelines for the standard of care to be exercised by MCRC volunteers/staff when conducting children/youth program activities outside of the MARANATHA CRC church facility.
2. Provide clear guidelines regarding the transportation of all children/youth who participate in MCRC's programs.
3. Enhance the well-being of participants and volunteers involved in MCRC's Off-Site Activities by promoting safety, reducing the chances of accidents and reducing the risk of abuse accusations and/or abuse incidents.
4. Ensure the proper procedures are in place regarding parental consent forms and transportation of children/youth.

B. Definitions:

In addition to the definitions provided in the Safe Church Policy of MCRC, the following definitions apply to this policy:

1. Off-Site Activity- a Volunteer-led church activity that occurs outside the church facilities.
2. High-Risk Activity- an activity that involves extraordinary risks as are not normally associated with day-to-day church program activities.

C. General Provisions:

1. Each Off-Site Activity shall receive prior approval of the Program Leader.
2. The approval of Council is required for Off-Site Activities involving High-Risk Activities, out-of-area and overnight Off-Site Activities. Information regarding such trips must be forwarded to the Council by the Program Leader a minimum of 6 weeks prior to departure. This approval of Council is required prior to commitments being made to children/youth and/or their parents. To secure such approval, details of the activity (including the details of the information that is being provided to the parents) should be provided to the Council.
3. The Council Executive shall be informed of any Off-Site Activities that last "overnight" prior to commitments being made to children/youth and/or their parents.
4. Prior to each Off-Site Activity, written parental permission (as detailed below) shall be obtained for each participating child/youth.
5. The Council can deny any child access to a particular activity.
6. Each Off-Site Activity shall have a Volunteer designated as the Volunteer Leader In Charge.
7. In the case of High-risk, overnight and out-of-area activities, and in order to ensure informed consent, parents shall be provided with the following information in writing:
 - a) purpose or goal of the Off-Site Activity;
 - b) proposed itinerary;
 - c) description of the activities or events proposed;
 - d) an indication of extraordinary/unusual hazards that may be encountered on the Off-Site Activity;
 - e) safety precautions in place to deal with activities involving risk;
 - f) emergency procedures to be followed in the event of injury, illness or unusual circumstances;
 - g) need for additional medical coverage for out-of-province trips;
 - h) method of transportation to be used;
 - i) arrangements for supervision;

- j) cost to the participant;
 - k) name of the Volunteer Leader In Charge.
8. Program Leaders shall ensure adequate preparation and supervision for all Off-Site Activities. The supervisory arrangements will depend upon:
- a) the age, maturity, needs and ability levels of the child/youth participants;
 - b) the inherent risk of the activity;
 - c) the circumstances of the particular activity.
- When necessary, Program Leaders are expected to seek advice and assistance from experts in planning Off-Site Activities and in assessing risk.
9. The Volunteer Leader In Charge:
- a) may authorize other Volunteers to provide supervision or instruction when warranted by the nature of the specific Off-Site Activity provided that such Volunteers have complied with the requirements of the Safe Church Policy of MARANATHA CRC;
 - b) must always have overall responsibility for the Off-Site Activity to ensure conformance of the Off-Site Activity with this policy;
 - c) is responsible for being familiar with, and conducting a safety assessment of, the proposed site of the Off-Site Activity;
 - d) must ensure that supervision is available at all times and that other Volunteers who are supervising are prepared to deal with any emergencies that may arise;
 - e) shall ensure that appropriate training, preparation and orientation of all participants and Volunteers are provided;
 - f) shall be responsible for carrying:
 - i) list of participants;
 - ii) phone contact numbers;
 - iii) Alberta Health Care numbers;
 - iv) information regarding medication and medi-alert needs of participants;
 - v) cell phone (when available or appropriate).
10. For High-Risk Activities, competent instruction and supervision in these activities are mandatory. Competence may be established by virtue of a certificate from a governing body for activities such as skiing, swimming, canoeing, etc. In areas where certificates are not issued, competency may be that recognized by virtue of experience and demonstrated expertise in the activity.
11. Where a Volunteer Leader In Charge deems it appropriate or where law requires it, supervision shall include Volunteers suitably trained in ABC aid.
12. An appropriately equipped portable ABC aid kit must be readily accessible.
13. When necessary, Off-Site Activities involving children/youth of both genders shall have Volunteers of both genders.
14. Proper ratios of staff/volunteers and participants, as set out in the Safe Church Policy, shall be maintained during the Off-Site Activity and during the transportation to and from such activity.
15. All church sponsored events must be free of alcohol and illegal drugs. This applies to youth and adults, participants and volunteers. Strict adherence to this requirement is mandatory.
16. Contingency plans must be in place in the event of cancellation, adverse weather and road conditions, or other conditions that may require a change to the original itinerary.
17. For the duration of all out of area Off-Site Activities, the Volunteer Leader In Charge will provide a regular update by phone or email to a member of the Safe Church Committee. In the event of a significant change in schedule, an immediate update is required.
18. The Council may at any time cancel or alter an Off-Site Activity. If the cancellation or alteration is due to forces, conditions or threats outside the control of the Council, no request for compensation by a parent will be entertained.

D. Off -Site Activity Consent Forms (Parental Consent):

1. Written Parental Consent must be received prior to involving any member of our congregation who is under the age of 18 in any overnight, out-of-area or high risk activity. Such forms cannot consist of a "one size-fits all" annual consent form. Parents must be able to give informed consent to the particular activity proposed. Therefore, the Parental Consent forms shall, in writing:
 - a) provide the purpose or goal of the Off-Site Activity;
 - b) describe the proposed itinerary and provide a description of the activities or events proposed;
 - c) provide an indication of extraordinary or unusual hazards that may be encountered on the Off-Site Activity;
 - d) detail the safety precautions in place to deal with activities involving risk. This may include providing the names and qualifications of adult Volunteers that will be assisting in the supervision of the activity (i.e. trail guide, life-guard abilities, 1st Aid Training etc.) or indications of pre-activity training sessions.
 - e) describe the emergency procedures to be followed in the event of injury, illness or unusual circumstances;
 - f) indicate the need for additional medical coverage for out-of-province trips;
 - g) detail the method of transportation to be used;
 - h) outline the arrangements for supervision;
 - i) accurately detail the cost to the participant
 - j) detail the names of the proposed Volunteers;
 - k) provide the name of the Volunteer Leader In Charge and contact numbers where he/she can be reached if the parent requires further information before consent can be given and/or requires a means by which contact can be made during the activity
 - l) include consent from parents authorizing the Volunteer Leader In Charge to arrange for necessary medical treatment;
 - m) include consent, where applicable, for parents to authorize their child to be a passenger in a vehicle driven by a person under the age of 18;
 - n) specifically require parents, or a qualified instructor, to indicate a child's skill level in any high-risk activity such as swimming or skiing;
 - o) allow parents to be able to consent to particular activities and withhold consent with respect to others in relation to the same Off-Site Activity;
 - p) include information that the Council, to ensure participant safety, reserves the right to cancel or modify any trip and that no request for compensation will be entertained.
2. Special provisions may be required when seeking permission from parents if language, literacy, or cultural barriers exist.
3. For activities that involve more than one trip outside the boundaries of the church facilities such as a series of swimming activities or outdoor education trips, a single parental permission will suffice if the information to the parent includes a schedule of all activities. Should any of these involve High-Risk Activities, separate Off-Site Activity parental permission must be obtained.
4. Similar forms should be signed by the guardian of any dependant adult involved in such activities.
5. The Program Leader and/or the Volunteer Leader In Charge should not entertain major deviations to the proposed itinerary once parental permission has been received.

E. Transportation to/from Off-Site Activities:

1. Liability Insurance protection is provided under MCRC's comprehensive general liability insurance policy for authorized volunteer drivers transporting program participants in privately-owned vehicles to and from Off-Site Activities.
2. The Maranatha Safe Church Team shall be responsible for the authorization of volunteer drivers and shall ensure that each volunteer driver has completed a "Volunteer Driver Declaration" form within the past year. By completing and signing the Volunteer Driver Declaration form, the volunteer driver shall confirm:
 - a) that they carry a minimum of one million dollars personal liability and personal indemnity coverage and has consulted with his or her own insurance company before undertaking to transport participants of MCRC's Off-Site Activities;
 - b) that they will abide by the requirements of all applicable laws;
 - c) that they will inform the Maranatha Safe Church Team of all accidents that may occur, of any suspensions of his or her license and of any change in insurance status which may occur after the date of the declaration;
 - d) that they shall, where applicable, obtain the permission of the vehicles registered owner(s).
3. In the event of volunteer drivers being under the age of 18, the Maranatha Safe Church Team and/or the Volunteer Leader In Charge of a specific Off-Site Activity shall obtain written consent of the parents of the volunteer driver. Parental consent should also be acquired for the passenger(s) who may accompany volunteer drivers under the age of 18.
4. Drivers should ensure that their personal auto insurance provides coverage for any injuries that may occur to passengers transported to and from Off-Site Activities

F. Off-Site Activity Records

1. If the Volunteer Leader In Charge believes that the records pertaining to a Off-Site Activity might be important because of an incident that occurs on the Off-Site Activity, then the Volunteer Leader In Charge must provide those records (including written details of the incident and the response to the incident) to the Maranatha Safe Church Team in accordance with the Maranatha Safe Church Policy.
2. The Maranatha Safe Church Team shall keep a record for two years of each Off-Site Activity, which will include:
 - a) Volunteer Leader authorization;
 - b) Council authorization where required.
 - c) the parent consent forms
 - d) all information provided to parents
 - e) complete list of participants
 - f) list of volunteer drivers, if any;
 - g) complete list of Volunteers and other adult attendees;
 - h) details of any incidents/accidents/illnesses and the response(s) thereto.

MARANATHA CHRISTIAN REFORMED CHURCH (MCRC)

Volunteer Driver Declaration

To be completed by all drivers who assist with transportation to and from MCRC Off-Site Activities

1. I acknowledge having been requested by _____, on behalf of MCRC, to assist with the transportation of children/youth involved in church programs of MCRC.
2. I confirm that I have a valid driver's license and am 18 years of age or older
OR:
I confirm that I have a valid driver's license and, although I am less than 18 years of age, I will provide written indication of my parents' permission to be a Volunteer Driver.
3. I confirm that the vehicle that I will be using is insured with a minimum of one million dollars personal liability and personal indemnity coverage.
4. I confirm that I am the registered owner of this vehicle.
OR:
I will provide written permission from the registered owner(s) of the vehicle allowing me to use the vehicle to transport children/youth to and from MCRC Off-Site Activities.
5. The make and model of the vehicle are: _____
6. I confirm that I have contacted the insurer of the vehicle and have advised of my intent to assist in providing transportation to participant in MCRC's children/youth programs.
7. I confirm that I have not, during the course of my driving history, had my license suspended or my auto insurance revoked.
8. I will obey all applicable laws during the course of be a Volunteer Driver.
9. I will inform the Maranatha Safe Church Committee of any accidents that I may be involved in and of any changes in my insurance status as of this date forward, failing which I will not provide assistance with transportation of children/youth (other than my own) in future approved MCRC activities.

Signed this _____ day of _____, 200__.

Signature

Print Name: _____